

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <b>KAMPALA</b>	2. Agency <b>STATE</b>	3a. Position Number <b>100904</b>
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☒ Yes ☐ No If yes, please provide position number: **100904, 101710, 100716, K0153480**

## 4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- ☐ b. New Position \_\_\_\_\_
- ☐ c. Other (explain) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority	Maintenance Mechanic, FSN-1210	FSN-6	HR/OE	10/3/2018
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position ( <i>If different from official title</i> ) Maintenance Mechanic-Generator (Chancery/GSO Warehouse)	7. Name of Employee
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8. Office /Section Management Office	a. First Subdivision Facility Management
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b. Second Subdivision N/A	c. Third Subdivision N/A
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9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Printed Name of Employee      Date (mm-dd-yyyy)  Employee Signature _____	10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ Printed Name of Supervisor      Date (mm-dd-yyyy)  Supervisor Signature _____
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position  _____ Printed Name of Chief or Agency Head      Date (mm-dd-yyyy)  Chief or Agency Head Signature _____	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Admin or HR Officer      Date (mm-dd-yyyy)  Admin or HR Officer Signature _____
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13. Basic Function of Position
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The incumbent reports to the Building Engineer Supervisor. The incumbent is employed as the Maintenance Mechanic - Generator to carry out skilled maintenance and repair work on prime and stand-by emergency generators for the Chancery/GSO Warehouse compounds) and residential owned/leased properties. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS).

#### 14. Major Duties and Responsibilities

\_\_\_\_\_ % of Time

The incumbent specializes in the operations, maintenance, and repair of prime and stand-by power diesel generators.

##### 1. Operations & Maintenance Support 85%

1. The Generator Maintenance Mechanic is responsible for all combustion engine power generation equipment, whether prime power or stand-by power. Will perform scheduled and unscheduled maintenance to keep equipment operating at peak efficiency. Will use various key performance indicators (KPIs) such as oil analysis, fuel testing and analysis; noise, vibration and temperature monitoring, fuel consumption, and exhaust monitoring to determine performance level and service needs. Will also use reliability centered maintenance (RCM) techniques to ensure equipment reliability. Will ensure all work is documented in the CMMS.
2. Inspects, tests, evaluates, calibrates and updates generator systems to improve reliability and to assure dependability and safety and compliance. Will test all generators under load each month to assure they are ready for emergency conditions that might arise. Orders fuel, spare parts, and expendable supplies needed for generator operations and maintenance.
3. Coordinates through FAC management and senior staff with the Bureau of Overseas Buildings Operations (OBO) for major overhauls or generator replacement. Works with local vendor/contractors that service equipment including oil changes and top end overhauls, and/or repairs that exceed the incumbent's capabilities.
4. Responds to 24-hour emergency calls to repair prime and back-up power generator systems during off-duty hours.
5. Assists in planning and scheduling of generator service and major overhauls.
6. Works closely with the Electrical Engineer and Electrical Technician to assess critical loads requiring backup emergency power, and to assure that the generator isn't overloaded.
7. Monitors the work and services provided by local vendors and contractors ensuring work is performed according to the generator manufacturer's standards, completed in a timely manner, that the correct materials are utilized, and to insure that procedures meet OBOs requirements.
8. Will maintain costs, inspections, and maintenance records on all generators, documenting maintenance work, servicing, engine exercising, and component replacement. Will log KPIs so trends can be established in order to predict major servicing or overhauls. Equipment logs will be presented to the Building Engineer Supervisor every month so s/he can review equipment performance.
9. Prepares detailed and concise written reports in English for the Building Engineer Supervisor, the Senior/Deputy Facility Manager, and upper level management personnel.
10. The incumbent provides emergency service coverage for malfunctioning emergency generators and associated equipment as required 24 hours per day; seven days per week (24/7) operation. Will exercise generators under load every month, and order and maintain a 30-day supply of fuel at all times; keep an adequate supply of expendable supplies such as filters, oil, belts, etc. on hand to carry out scheduled and unscheduled maintenance.

##### 2. Logistic Support 10%

1. Support post activities including relocations, emergency actions, escorting and monitoring contractors on site. May act as Government Technical Monitor for Generator contracts valued up to \$100,000. Individual may be required to assist other Facility Management Locally Employed (LE) Staff and assist other shops that are part of the maintenance team as directed by the Building Engineer Supervisor or the Senior/Deputy Facility Manager. Government Technical Monitor (GTM) on Post-managed projects, and/or vendor/contractor escort.
2. Collateral duties include keeping the generator room clean and free of hazards; keeping a supply of personal protective equipment (PPE) such as hearing and eye protections on hand at all times. Incidental driving duties to transport tools, equipment and personnel, emergency generator fuel deliveries. Other assignments will be at the discretion of the Building Engineer Supervisor, or the Senior/Deputy Facility Manager.

##### Other Duties as Assigned 5%

**\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent.**



**Incumbent will be required to perform other duties as assigned by the agency.**

**15. Qualifications Required For Effective Performance**

- a. Education  
Completion of secondary school is required. Completion of training program from an accredited institute recognized as producing power generation diesel engine mechanics is required.
- b. Prior Work Experience  
A minimum of three (3) years' experience in the operation, maintenance, and repair of prime or standby power generators for large commercial properties such as high-rise office buildings, a hospital or college campus, or for the local utility company is required. One year of which should be in the operations, maintenance, and repair of 1000 KVA or larger generators.
- c. Post Entry Training  
Will receive orientation training on the Embassy's and the Facilities Management Office's organizational structure, policies and procedures such as where. Incumbent will receive specific on the job to become familiar with mission maintenance operations all of the major components are located, where the maintenance library is located, and how to use and apply the requirements of the operations and maintenance manuals from equipment manufacturers. Training includes the following:  
Distance Learning Training:  
PA528 - OBO Computerized Maintenance Management System  
PA313 Effective Operational Management  
PA521 Facility Manager Tradecraft  
PA522 Building Automation Systems  
PA523 HVAC Building Automation Fundamentals for Building Managers  
PA524 Electrical Power Generation for Facility Managers PA525 Overseas Facilities Management  
PA296 How to be a Contracting Officer's Representative (Must complete before the candidate can assume duties as a GTM.)  
PA526 ProjNet SM Facilitating Design and Construction Communication
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).  
English level III (Limited Knowledge) Written/Speaking/Reading is required in order to understand verbal requests, read some technical material, and prepare simple reports.
- e. Job Knowledge  
Knowledge of the internal working of a combustion engine, torque values at various RPMs, and methods and standards for routine maintenance on combustion engines is required. Must have a very good technical understanding on how diesel engines are sized for generators in order to obtain optimum performance from both pieces of the packaged unit. Must know how to adjust valves, change filters and belts, adjust speed to achieve hertz levels (50 or 60 Hz), and make minor repairs. Must know how to research information on the internet in order to get up to date information from the generator manufacturer. Knowledge of fire and life safety codes and standards is required.
- f. Skills and Abilities  
Must have the skills and abilities in the following areas: diagnosing and repairing diesel engines, large packaged generator and alternator units; testing electrical components and taking equipment readings with various meters, hand, power, and specialty tools to determine appropriate repairs. Lifting and carrying tools, equipment, or parts, maximum weight 25 kilos. Additional skills include installation of emergency standby generator systems; installation of plumbing lines required for the transmission and distribution of diesel fuel; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, on ladders at various heights, and in temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. Must have good computer skills, and able to write e-mails and research information on the Internet. A valid driver's license is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized, with a keen aptitude to work independently, impeccable integrity, strong initiative, and good judgment and to maintain confidentiality.

**16. Position Element**

- a. Supervision Received  
The incumbent receives supervision from the Senior/Deputy Facility Manager. Additional supervision may come from the Engineers.
- b. Supervision Exercised  
The incumbent will be required to supervise trade helpers, or others assigned to assist depending on nature and complexity of the task/project. The incumbent will also oversee, manage, and monitor electrical repair/replacement projects, and Building Maintenance Expense (BME) service contracts specifically related to Generator equipment, components, and systems.

- c. Available Guidelines  
Department of State rules and regulations including the Foreign Affairs Manual (FAM), manufactures technical library including equipment literature, operations and maintenance manuals, equipment maintenance plans, as-built drawings, wiring schematics, and OBO technical guidelines including the CMMS or Work Orders for Windows Training Guide, the LE Staff and housing handbooks, and the ILMS use and function manual.
- d. Exercise of Judgment  
Exercises sound judgment when carrying out the duties of the position. Safety of self and others must be first and foremost in the performance of duties. Makes routine judgment decisions when repairing or troubleshooting equipment and systems to determine and implement the best course of action to bring equipment and systems back to the designed operating parameters. Leads by example, showing exemplary behavior and character for colleagues and subordinate personnel at all times.
- e. Authority to Make Commitments  
The incumbent receives written or verbal request for maintenance services and ascertains all of the necessary information to determine whether the work is of a routine, immediate, or emergency nature.
- f. Nature, Level, and Purpose of Contacts  
Contact with personnel at all levels within the embassy, both Americans and local nationals. These contacts will be in the performance of assigned tasks to include responding to customer complaints. Routinely interfaces with subject matter experts for system support and may work closely with outside vendors/service providers on repairs to electrical equipment including controls. The incumbent will occasionally work closely with the HVAC Controls Technician where applicable.
- g. Time expected to Reach Full Performance Level  
Six months.